

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,
TITLE 1, CHAPTERS 2 AND 5, RELATED TO COUNCIL PROCEDURES

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS
FOLLOWS:

Section One. Amendment. Title 1, Chapter 2, Section 3 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

1-2-3: PROCEDURES:

B. Ordinances, Resolutions, Motions, Petitions And Communications: Every ordinance and resolution shall be presented in ~~writing and shall be read in full before a vote is taken thereon, but reading in full may be dispensed with by unanimous consent.~~ All motions shall be recorded in the minutes and stated in full before they are submitted to a vote by the presiding officer. All petitions and other communications addressed to the council shall be in writing and shall be ~~read in full upon presentation of the same to the council. They shall then be~~ recorded in the minutes by title and filed with the minutes in the office of the clerk.

D. Passage Of Ordinances:

1. Every proposed ordinance shall be in writing. After amendments, if any, have been made and accepted by the council, the ordinance, in its then final form, shall receive a reading ~~at in the following~~ two (2) subsequent regular council meetings. If the proposed ordinance is passed by a majority of the council at each of the ~~following~~ two (2) subsequent regular council meetings, with or without additional amendments, as may be accepted by the council in either or both of said meetings, then the ordinance shall become effective in the form as finally passed as provided herein. Ordinances which do not receive final approval within twelve-months of the date the first reading is approved will be deemed to have been postponed indefinitely. Further consideration of any such ordinance will require restarting the three-reading process.
2. An ordinance may be presented, read and passed at any one council meeting if the rules are suspended by a 4/5ths vote of the members of the council present at the meeting. ~~unanimous vote of the whole council.~~ The ordinance may then be passed by a majority vote.

E. Effective Date Of Ordinances: Unless otherwise specified in the ordinance

itself. No ordinances shall become effective upon passage by the Council and publication until five (5) days after it is published in the official newspaper. (1974 Code § 110.03)

- G. Exceptions: ~~Subsections D, E and F of this section do not apply to a~~ An ordinance, such as a rezoning or zoning code amendment or subdivision regulation amendment, which by law is required to be considered by either the planning commission or city council after a public hearing ~~upon published notice or upon published or mailed notice to affected property owners shall be exempt from the three reading requirements of Subsection D above~~. In such instances, the ordinance may be presented, read and passed at any one council meeting. (1974 Code § 110.03)

Section Two. Amendment. Title 1, Chapter 5, Section 1 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

1-5-1: MEETINGS:

- A. Regular Meetings: The City Council shall adopt a meeting schedule on an annual basis. Unless otherwise shown in the adopted annual council meeting schedule. ~~Regular~~ meetings of the council shall be held on the second and fourth Mondays of each calendar month at six o'clock (6:00) P.M.; and a council work session shall be held on the first Monday of each calendar month at six o'clock (6:00) P.M. Any regular meeting falling upon a holiday shall be held on such other date as determined by the city council.

Section Three. Amendment. Title 1, Chapter 5, Section 3 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

1-5-3: ORDER OF BUSINESS:

A. Council business shall be conducted in the following order:

1. Call to order.
2. Roll call.
3. Approval of agenda.
- 3.4. Presentations.
- 4.5. Consent agenda.
6. Public hearings.
5. ~~Public comment.~~
6. Consent agenda.

7. Regular agenda.
8. Public comment.
9. Mayor and council comments.
10. Adjourn.

B. The order of business may be varied by the presiding officer, ~~but all public hearings shall be held at the time specified in the notice of the hearing.~~

Section Four. Amendment. Title 1, Chapter 5, Section 4 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

1-5-4: AGENDA:

A. Filing Agenda: An agenda of business for each regular council meeting shall be prepared by the City Administrator and filed in the office of the clerk not later than twelve o'clock (12:00) noon on the ~~Thursday~~ Wednesday preceding the meeting.

C. Approval of the Agenda. The meeting agenda shall be approved by majority vote. Once the agenda is approved, the order of agenda items may be amended or items may be removed from the agenda by a vote of 2/3^{rds} of the members present at the meeting. Business Items Not On Agenda: Once the agenda has been adopted, nNo additional item(s) of business not listed on the agenda will may be considered or considered-added to the agenda except upon unanimous ~~consent~~ vote of the council members present at the meeting.

D. Consent Agenda: The objective of a consent agenda is to speed the process of meetings by acting upon issues requiring only a vote not a debate, thereby allowing more time for discussion and debating issues of substance. To provide the necessary and effective use of the consent agenda, the following rules govern the consent agenda:

1. At the request of any individual council member or a citizen, an item shall be removed from the consent agenda and considered separately placed in its normal location on the agenda. ~~for debate.~~
2. A motion to approve the consent agenda shall not be debated.
3. The consent agenda shall be adopted only by a unanimous vote of the council members present at the meeting.

Section Five. Amendment. Title 1, Chapter 5, Section 6 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

1-5-6: VOTING PROCEDURE:

A. ~~Except where a roll call vote is required by law or requested by the Mayor or any member of the Council, all votes shall be voice votes. Where a vote is taken by roll call vote. The votes of the members on any question shall be a roll call vote as called by the city clerk.~~ The clerk shall call the roll of votes on a rotating system to ensure that the order to which members are called to vote will vary on each question. If a member being present does not vote, the minutes, as to his/her name, shall be marked, "present - not voting".

B. ~~A majority vote of all members of the council shall be necessary for approval of any ordinance unless a larger number is required by statute. Except as otherwise provided by statute, a~~ A majority vote of those members of the Council present - voting shall prevail in all other cases, shall be required for the passage of any motion or approval of any resolution or ordinance, except as otherwise provided by state statute or the provisions of the City Code.

Section Six. Amendment. Title 1, Chapter 5, Section 8 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

1-5-8: MINUTES:

A. Approval And Amendments: The city clerk shall ~~keep a record~~ prepare written minutes of all council meetings. ~~Unless a reading of the minutes of a council meeting is requested by a member, such minutes may be approved without reading if each member has previously been provided with a copy. Minutes shall be presented to the City Council for approval.~~ The council may, by motion carried by majority vote, amend the minutes at the meeting the minutes are submitted for approval. Such amending motion shall become a part of the minutes of the subsequent meeting.

B. Statements Entered Into Minutes: A council member may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the council, or the reason for his/her dissent from or support of any action of the council, entered in the minutes. Unless ~~the council, by motion, objects,~~ a majority of the council votes to deny the request, such statements shall be entered in the minutes. (1974 Code § 200.09)

Section Six. Amendment. Title 1, Chapter 5, Section 9 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

1-5-9: SUSPENSION, REPEAL OR AMENDMENT OF RULES:

These rules, or any of them, may be temporarily suspended by a four-fifths (4/5)-
consent of ~~vote of all the council members~~ the Council members present at the meeting

where a motion to suspend the rules is made. These rules ~~and~~ shall not be repealed or amended except by a majority vote of the whole council after notice has been given at some preceding council meeting. (1974 Code § 200.13)

Section Seven. Effective Date. This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Passed in regular session of the City Council on the ____ day of _____, 2024.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk